

DISPATCHER/SCHEDULER II

DEFINITION:

Under the supervision of the Transportation Administrator, develops, coordinates and revises regular and special education bus routes and schedules; assigns bus drivers to designated routes and for special education event trips; communicates with drivers via two way radio and telephone communications. Performs a variety of administrative support functions for the Transportation department; drives a school bus as needed.

DISTINGUISHING CHARACTERISTICS:

The Dispatcher/Scheduler II provides complex transportation support and is the more experienced-level classification in the series. Incumbents are responsible for coordinating and scheduling daily routes for regular and special education students. The Dispatcher/Scheduler is an entry level position. Incumbents must be capable of working reliably and independently to carry out assigned tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Seeing to read a variety of materials.

Lifting, carrying, pushing or pulling objects up to 25 pounds.

WORK ENVIRONMENT:

Indoor and outdoor work environment. Constant interruptions. Driving a vehicle to conduct work. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Hazards include:

Seasonal heat and cold or adverse weather conditions.

Exposure to fumes, dust, odors, oil, grease and gases.

Traffic hazards.

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